
Fee Ledger of Arthur H. Forman

ALINA AHMED V. SUBZI MANDI, INC., et al.

<u>Date</u>	<u>Time</u>	<u>Description of Services</u>
05/16/13	1.75	Initial consultation; discuss dates of employment, salary, duties, names of owners(s), addresses, sign retainer
05/17/13	0.10	Search computer (NYS Corps.) for defendant's name
05/17/13	0.25	Search computer for owner of business and address
05/20/13	2.75	Draft Complaint
06/12/13	0.20	Draft Civil Cover Sheet & Summons (2)
06/12/13	0.25	File Summons & Complaint in person with Court
06/13/13	0.10	Forward Summons & Complaint to Process Server by Priority Mail
07/18/13	0.10	Review Affidavit of Service from Process Server; File with Court by ECF
08/12/13	0.50	Draft Motion for clerk's Certificate of Default
08/12/13	1.00	Draft Affidavit in Support of Certificate/Default
08/13/13	0.25	Draft letter to defendants with copy of Summons & Complaint; Mail to Defendants
08/14/13	0.25	Changes to supporting Affidavit for clerks Certificate
09/11/13	0.10	Review Non-Military Affidavit from Process Server; File with Court by ECF
10/28/13	0.75	Draft Plaintiff Affidavit in Support of Default Judgment
10/28/13	0.50	Draft Attorney Affirmation in Support of Default Judgment
10/31/13	4.25	Draft Motion and Memo for Default Judgment
11/01/13	1.75	Corrections and changes to Memo/Default
11/01/13	0.30	Draft proposed final judgment
Total:	14.90 hours	